

### **Policy Goals**

- Establish a consistent and equitable approach for handling schedule requests for the use of JRCSD facilities.
- Establish equitable and appropriate fees for use of JRCSD facilities.
- Facilitate access to facilities for both internal and external groups.
- Address legal and financial issues pertinent to facility use.
- Offer consistent quality, service, and support for events held in JRCSD facilities.

### **Definitions**

JRCSD	Jaffrey-Rindge Cooperative School District
JRCSD Facilities	Any structure, development, or land owned and operated by the school district
Requestor	The person listed on the schedule request as the primary contact
Requesting Group	The organization/group that is submitting the request for a schedule event

### **Facility Schedule Request Procedure**

Requestors are required to review this policy in its entirety before submitting a schedule request. Schedule request must be submitted at least fourteen (14) school days prior to the event schedule start through the district website. Instructions on how to submit a schedule request as well as the portal to submit schedule requests can be found here:

[https://www.sau47.org/departments/facilities/facilities\\_schedule\\_requests](https://www.sau47.org/departments/facilities/facilities_schedule_requests)

### **Priority Determination**

The school board reserves the right to determine priority of events by organization. Event approvals will be governed by the priorities as follows:

Priority 1: JRCSD school activities (student performances, student athletic events, dances, graduation, school councils, school board, etc.)

Priority 2: Town of Jaffrey and Town of Rindge related uses (town meetings, voting, etc.)

Priority 3: Town of Jaffrey and Town of Rindge recreation department activities

Priority 4: JRCSD support groups (PTO, boosters, etc.)

Priority 5: Jaffrey and Rindge non-profit and youth organizations (scouts, civic organizations, etc.)

Priority 6: For Profit Entities

Any request not covered above will be considered a special request and must be approved by the school board at a regularly scheduled board meeting.

### **Insurance Coverage**

The organization submitting a schedule request shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with the activities, underlying this application, of the organization and any agents, representatives or employees. Insurance companies must be licensed by the State of New Hampshire or otherwise

acceptable to the Jaffrey-Rindge Cooperative School District. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the organization. Full disclosure is required for any non-standard exclusions.

A certification of insurance, with minimum limits of \$1,000,000 for general liability (covering bodily injury and property damage combined, and personal injury) must include the Jaffrey-Rindge Cooperative School District as additional named insured and be submitted to the business office for review before final approval can be given. The certification of insurance may be submitted via email, fax, or postage.

In addition, evidence of automobile liability and employers' liability (workers' compensation) insurance coverage is similarly required to the extent applicable by nature of the activity.

### **Fees and Payment**

When school buildings are used for the purpose other than for school use additional expenses are incurred by the public school system. Therefore, a Custodial Fee will be charged by the hour for each event sponsored by Priority Five (5) or Six (6) Group. Requests for a fee waiver must be approved by the school board. Specific spaces also have a base fee per event. See Appendix I - Fee Schedule for rates.

Payment for facilities use must be made thirty (30) days from date of invoice. Checks must be made payable to the Jaffrey-Rindge Cooperative School District and forwarded to the business office. Any returned check will be subject to a \$45.00 returned check fee and possible revocation of current and future schedule requests. If payment is not received on the due date, the facility users may be denied future use of district facilities.

### **Additional Costs**

Additional costs may be required of the requesting organization if third parties are involved. The JRCSD reserved the right to determine if a third party is required for a schedule event. If any third party is required, the cost for and coordination with the third party will fall to the requester. Third parties include Police, Fire, EMS, and kitchen staff.

Any damages sustained to the facility and/or equipment during its use will be the responsibility of the facility user. The facility user may be billed for and/or future privileges denied should any repairs or clean-up be needed to restore the facility and/or equipment to its original state.

### **General Requirements**

Per district policies JICG, ADC, JICH there is to be no smoking nor alcoholic beverages in the buildings or on the grounds of the JRCSD. Food and beverages are permitted only by prior consent from the building administrator and facilities director.

### **Event Advertising**

Facilities requestors are not authorized to advertise an event until the event has received final approval. If the requesting organization is not school sponsored special attention will be given to not imply school sponsorship.

### **Building Access**

Entrance to district facilities shall be permitted only via the main (front) doors/gate of the facility in use. All doors to the facility shall remain CLOSED and LOCKED at all times, except that custodial personnel shall unlock main entry doors for entrance by authorized groups as scheduled. Doors shall be unlocked as necessary to accommodate groups while in the building. Groups are not authorized to prop open exterior doors.

### **Event Set-Up**

Event set-up will be the responsibility of the facilities user with support by JRCSD staff as appropriate. For school activities, custodial staff will set up events. For other groups and when applicable, custodial staff will lay down floor coverings, supply tables and chairs, and provide trash cans. It is incumbent on organizations to clearly communicate custodial needs on the schedule event request. Any set up requirements not approved on the schedule request will be the responsibility of the facilities user.

The JRCSD does not loan school materials or equipment to individuals or groups. Facilities users are allowed to bring additional equipment (tables, chairs, decorations, etc...) to JRCSD facilities for events after Facilities Director approval. Equipment may not be brought into a facility during school hours. Requesters are not allowed to change JRCSD equipment, electrical settings, drive nails, or hang decorations without approval from the facilities director. Attaching object to stage curtains is not allowed. No electrical apparatus shall be connected to any lighting system unless it is first inspected and approved by the facilities director or his/her designee.

### **Event Requirements**

A representative of the event group is required to be present for the duration of the event. The event organization assumes responsibility for the decorum of the group, including spectators. When minors are using a facility, they are required to have adult supervision on a 1 to 15 ratio basis.

In all cases where gymnasiums are used for athletic purposes, participants are required to wear soft-soled athletic shoes. Should the Event require use of stage lighting, curtains, drops, scenery, etc., the

Requester must satisfy the facilities director that the person designated to operate said systems is qualified to do so. In the absence of such a person, a custodian shall be engaged to operate the stage. Event attendees will park within the spaces provided. All fire lanes must remain accessible. Vehicles illegally parked will be towed at the owner's expense.

### **Event Clean-Up**

Requesters can expect the JRCSD facilities to be in a reasonably clean and working order. The JRCSD expects that same courtesy to be extended after events held in the JRCSD facilities. This includes the removal of all decorations, furniture, trash, and other materials brought to the facility by the facility user. Clean-up will occur immediately following a schedule event and all events that are not priorities one (1) or two (2) must conclude and clean-up be completed before 9:30pm. Event clean-up should leave affected spaces ready for regular use during school hours.

**Event Cancellations**

The JRCSD reserves the right to cancel scheduled events when emergency conditions dictate the closure of school buildings. If school buildings are closed, then all scheduled events will automatically be canceled. Requesters are encouraged to monitor JRCSD communications surrounding school closures.

Cancellation due to the Requester’s request must be submitted through the scheduling system a minimum of five (5) days prior to the schedule event. Should schedule conflicts develop, the superintendent or his/her designee may cancel any schedule event at least five (5) school days in advance of the event.

All questions not addressed in this policy should be directed to the facilities director or his/her designee.

**Appendix I – Fee Schedule**

<b>Facility</b>	<b>Space Fee Rate / Event</b>	<b>Custodial Fee Rate / Hour</b>
CHS Track & Field	\$ 75.00	\$ 45.00
CHS Field House	\$ 50.00	\$ 45.00
CHS Lower Soccer Field	\$ 50.00	\$ 45.00
CHS Baseball Field	\$ 50.00	\$ 45.00
CHS Music Room	\$ 75.00	\$ 45.00
CHS Library	\$ 75.00	\$ 45.00
CHS Cafeteria	\$ 75.00	\$ 45.00
Pratt Gymnasium	\$ 150.00	\$ 45.00
Pratt Auditorium (Incl Stage)	\$ 175.00	\$ 45.00
JRMS Cafeteria	\$ 75.00	\$ 45.00
RMS Gymnasium	\$ 150.00	\$ 45.00
RMS Stage	\$ 175.00	\$ 45.00
RMS Cafeteria	\$ 75.00	\$ 45.00
RMS Soccer Field	\$ 50.00	\$ 45.00
RMS Baseball Field	\$ 50.00	\$ 45.00
JGS Gymnasium	\$ 100.00	\$ 45.00
JGS Stage	\$ 125.00	\$ 45.00
JGS Cafeteria	\$ 75.00	\$ 45.00
Default	\$ 50.00	\$ 45.00